STATE OF NEVADA **NEVADA DIVISION OF STATE PARKS** TRAVEL ADVANCE & TRAVEL CLAIM FORM

Name		I declare under penalties of perjury that to the best of my knowledge						
Employee ID#		this is a true and correct claim in conformance with the governing statutes and the State Administrative Manual and its updates.						
Official Station								
Is this a travel advance request?	yes no	Signature of	Employee	Date				
Did you receive a trave advance for this trip? *If yes, include the trave	yes no el advance amount below.	Signature of S	Supervisor	Date				
Transportation Codes: P - Plane	X - Passenger in Car							
PP - Private Plane	PT - Public Trans: Subway, City Bus		Traveler is:					
PC - Private Car	SC - State Car: Motor Pool or Agency Car		State Officer or Employee					
OT - Other(requires receipt	s): Limousine, Taxi, Shuttle, Rental Car, Inter-City	/ Bus, Railroad, Airport parking	Boar	rd or Commission Member				
Miscellaneous Codes:			Inde	pendent Contractor Whose Contract				
A - ATM Fees (requires rece	eipts) I - Incidental Expense		Prov	rides for Travel				

	Destination	Travel		Transportation		Miscellaneous		Daily Expenses				Total	
	and	Time		PC/PP		Expenses		Meals		1	Lodging	For	
Date	Purpose of Each Trip	Started	Ended	Code	Mileage	Cost	Code	Cost	В	L	D	Louging	Day
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
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													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
													0.00
Amount of Travel Advance*								0.00					
Total of this Claim									0.00				

Receipts are required for:
"Other" transportation expenses. ATM and bank transactions. In-State and Out-of-state lodging expenses up to the applicable GSA rate Meals claimed over the CONUS rate up to the applicable GSA rates.

Refer to State Parks Policy #10-1 for guidelines

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